

## **SENIOR ACCOUNT CLERK**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Account Clerk exists is to perform a wide variety of technical and responsible accounting work for one or more City programs. Support a team approach and have a shared commitment to quality in everyday work, and demonstrate the willingness to assume ownership in completion of assigned tasks in the Accounting and Budget department. This classification is not supervisory. Work is performed under general supervision by the Accounting Manager.

### **ESSENTIAL FUNCTIONS**

Operates a PC or terminal or cash register and a variety of standard office machines, copy machine, phones and related equipment.

Records and monitors receipt of all monies received by the City; prepares reconciliation; assists with preparation of City's annual budget and financial statement; records and monitors the City's fixed assets; prepares applicable worker's compensation claims; reports; reviews and processes all employee payroll changes as authorized by Human Resources and City Departments; processes authorized payments to vendors.

Demonstrates respect for the customer; answers written and oral requests for routine information, responds to complaints and requests for information related to assigned area(s) of responsibility.

Seeks out innovative ways to streamline and improve paper flow processes.

Supports other staff members and is a team player by helping out other personnel with their job duties. Listens and communicates effectively with all those encountered in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Municipal Accounting.

Computerized accounting principles and practices and municipal budget methods and procedures.

Ability to:

Be a team player working effectively with City staff and citizens.

Work effectively with all on-line systems and computerized reports.

Make relatively complex arithmetic computations and prepare statistical summaries.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Operate a variety of standard office equipment including a cash register, computer terminal, telephone, calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement to prepare statistical reports, letters, memos and other similar documents.

Establish and maintain effective working relationships with City employees at all levels

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Maintain regular consistent attendance and punctuality.

#### **Education & Experience**

Any combination of education and experience equivalent to two years responsible experience as an Account Clerk or similar capacity or equivalent college course work in accounting.

FLSA Status: Non-exempt

HR Ordinance Status: Classified